

Meeting Minutes

Emergency Medical Services Regulatory Board

Executive Committee (EC)

Thursday, April 16, 2015, 10:00 a.m.

University Park Plaza

Conference Room A, 4th Floor

Attendance: J.B. Guiton, Board Chair, Megan Hartigan, Jeffrey Ho, M.D. Matthew Simpson
Robert Norlen, Interim Executive Director, Greg Schaefer, Assistant Attorney General
Tony Spector (Guest/New Executive Director)

1. Call to Order – J.B. Guiton, Board Chair

Mr. Guiton called the meeting to order at 10:02 a.m.

2. Approve Agenda – J.B. Guiton

Mr. Guiton said that he would also be discussing an EMT class for the New Executive Director.

Motion: Dr. Ho moved to approve the agenda for the April 16, 2015 Executive Committee meeting with the addition. Mr. Simpson seconded. Motion carried.

3. Approval of EC Meeting Minutes

Motion: Ms. Hartigan moved to approve the Executive Committee minutes from February 19, 2015. Dr. Ho seconded. Motion carried.

Approval to Move March 19, 2015 Draft Board Minutes to Board Meeting Consent Agenda

Motion: Mr. Simpson moved to approve the March 19, 2015, Board minutes to the consent agenda for the May 21, 2015, Board meeting. Dr. Ho seconded. Motion carried.

4. Public Comment – J.B. Guiton

The public comment portion of the Executive Committee meeting is where the public may address the Executive Committee on subjects which are not part of the meeting agenda. Persons wishing to speak must sign-in on the participation form provided at the meeting room door prior to the start of the meeting. Please limit remarks to 3 minutes. The Executive Committee will listen attentively to comments but, in most instances, will not respond at the meeting. Typically, replies to issues or concerns expressed will be made via letter or phone call within a week and in some cases referred to the full Board.

No public comment received.

5. Board Chair Report – J.B. Guiton

- **Recognition of Out-Going Board Members**

Mr. Guiton said that plaques will be provided to outgoing Board members. He will also be asking these members to attend the July Board meeting to provide mentoring to new Board members.

- **Status of New Board Appointments**

Ms. Jill Ryan Schultz and Mr. Simpson have applied for another term on the Board. Mr. Norlen said he had a conversation with Lorna Schmidt, Executive Director for the Local Public Health Association of MN to discuss the open position for Local Board of Health member. Mr. Guiton said that we do not know when the Governor will make the appointments.

- Trauma System Joint Policy Committee:

Mr. Norlen said this committee was formed when the trauma system was put in place. Its purpose is to coordinate the activities of the trauma system between the Minnesota Department of Health (MDH) and the EMSRB. The committee has not met for a couple of years. This committee makes appointments to Regional Trauma Advisory Committees and EMS should be involved. Mr. Guiton said he has been asked to approve two regional trauma committee members. Most meetings are very short and can occur by phone or email. The EMSRB needs three members. Mr. Guiton said that he would attend the meetings in his role as chair. Dr. Ho and Ms. Hartigan offered to participate (one year commitment). Mr. Norlen suggested one face-to-face meeting so that the members could be introduced to the MDH members.

Mr. Norlen said the Board received recommendations relating to trauma systems from the American College of Surgeons site-visit in 2007 and discussed the EMS related recommendations, but did not take specific actions on these recommendations other than to table them for future consideration.

- EC Review of Current IOP (Internal Operating Procedures):

Mr. Guiton complimented the format revisions to the IOP. He said that he would like this copy to be posted as soon as it is finalized. He asked for discussion of any changes needed. The most recent change was the elimination of the legislative and finance committees. Mr. Guiton said that the intention was that those committees would be rolled into one meeting. The treasurer position was eliminated. The vice chair will continue to lead legislative initiatives.

Ms. Hartigan said that a treasurer may not be needed as long as we have good financial reports. She offered to assume the title of secretary/treasurer. Mr. Guiton agreed. He suggested a change to IOP.

Motion: Dr. Ho moved to add the title and duties of treasurer to the secretary position.
Mr. Simpson seconded. Motion carried.

Mr. Guiton asked that discussion of the IOP be added to the agenda for the May Board meeting.

- Certification Follow-up:

Mr. Guiton indicated the Board was seriously concerned that we would need to extend the date for certifications by two months. I am very happy to report that everything was completed within the timeline and phone calls were returned, problems solved. Ms. Hartigan said that the amount of work that was accelerated was incredible and appreciated. Board members will be having an appreciation lunch with staff for their hard work during the renewal time. No Board business may be discussed during this event so that there will not be a problem with open meeting law.

- EMT Course for New Executive Director:

Mr. Guiton said as part of the hiring process the committee discussed that EMT experience and involvement was important. A condition of hiring was that the candidate takes the EMT course. Mr. Tony Spector is present at the meeting today for this discussion. Mr. Guiton said that Mr. Spector has 18 months to complete this requirement.

Mr. Spector said he is trying to become familiar with his duties as the new Executive Director and has researched several choices for his EMT course. He wants a program that would allow him time in the office. He researched a program available at the University of Minnesota.

Dr. Ho said we want the Executive Director to have this knowledge. HCMC has an executive style EMT course that is work at your own pace and test out for skills.

Mr. Spector said his part time job as a sheriff deputy involved assistance at scenes. He said that he wants the skills of a functional EMT. Ms. Hartigan said that you are an ideal candidate for a blended course. Mr. Spector said I do not want to wait on things that are a requirement of my position. I want to be able to participate at conferences as an EMT. Show the legitimacy of the position. This will assist my skill sets in many ways. Mr. Norlen will be available during the transition time. Mr. Spector said he wants to meet with all Board members. Mr. Spector said he wants to show support for the St. Paul program. Mr. Simpson said whatever program you pick would be ideal. Mr. Spector suggested auditing the St. Paul program. Mr. Guiton said that the decision is for Mr. Spector to make.

Mr. Guiton provided a newsletter to Mr. Norlen that discusses practical testing for paramedics. He said that Minnesota may need to make some changes and this should be discussed for a legislative recommendation. Mr. Guiton also shared a newsletter that provides information on a model of licensure for EMTs. This could be a discussion for licensing of paramedics.

6. Interim Executive Director Updates – Robert Norlen

- **Agency Budget Update:**

Mr. Norlen provided a budget overview document. We have projected expenses and projected extra “spend down” funds. There are funds that cancel and funds that carry forward. We will spend the money that cancels first. We have obligations for \$100,483.99 and have some discretionary funds to spend. We have approximately \$87,000 to spend. We are looking at office remodeling and a proposal for computer equipment for Board meetings.

Mr. Norlen said he would like to have Ms. Juli Vangsness of the Administrative Services Unit (ASU) present information to the Board on the budget at the next meeting.

- **Cooper/Sams – Vol. Award Program:**

Mr. Norlen provided a handout to Board members and said all the payments were made by March 31. Information is posted on the EMSRB website.

- **Volunteer Education Reimbursement:**

Mr. Norlen said at the March meeting we discussed volunteer education reimbursement. One of the items mentioned is that the Board needs to look at the funds remaining. We are getting fewer applications. This is a trend that may be related to ongoing issues of recruitment/retention of volunteers.

Mr. Norlen said we reviewed the statute and evaluated how the applications are processed. The EMT refresher course costs more than \$275.00 per student. An initial EMT course costs more than \$600.00. We have been asking for receipts for training and mileage. We have been holding the reimbursements for lack of receipts. The statute says “may” ask for receipts. The recommendation is to make the changes as noted in the overview and streamline the processing of the reimbursement. A policy in the past was that a paramedic taking an EMT refresher course was not paid. Mr. Norlen said a “volunteer paramedic” taking the EMT refresher course should also receive this payment. Mr. Guiton suggested that we can add reimbursement for part-time ALS. Mr. Norlen agreed. Dr. Ho provided a correction to the language (add may).

Mr. Norlen said the payment is made to ambulance services. Payment is once every two years upon completion of the renewal cycle. Mr. Guiton thanked staff for getting the money to the ambulance personnel.

Mr. Guiton asked that a discussion of volunteer education reimbursement occur at the July Board meeting if there would need to be proposed changes to statutory language.

Mr. Norlen said we revised the form on the website. We are following up on incomplete applications and returning the applications that need additional information or do not meet the requirements.

Mr. Norlen said he will be tracking these changes to see if more money is spent. He said that he wants to focus on making sure these important reimbursement funds get distributed to as many volunteers as possible and limit barriers to appropriate reimbursement requests. Mr. Norlen also suggested looking into increasing the amounts of reimbursements to volunteer EMTs if we continue a downward trend in the number of reimbursement requests. Mr. Norlen asked if the committee has any issues with the actions to improve and streamline the processes for requesting VER reimbursement. Mr. Guiton complemented staff on their efforts to improve processes in this area.

- Certification/Licensure Update:

Mr. Norlen said the staff did great work to meet the March 31 deadline. We are planning an internal team debrief of this year's certification process in the next few weeks.

- Quarterly Board Metrics (process)

Mr. Norlen provided a handout. This is an overview of what the metric means. The third quarter information is not completed yet. The exception is the regional grant information. This is a measurement of performance. I want to make sure the Board understands what is being measured. If there is additional information the Board wants we need to provide this information.

Ms. Hartigan said if there is something that is included that is being measured that is not needed we should make a change. Mr. Norlen said that the ambulance reporting metric will not change. Every license will be done in the same time frame each year this is a statutory requirement. Mr. Guiton said we were told that we did not have enough staff to handle licensing. There should be stretch and there should be victories.

Mr. Norlen said workload is affected by the functions in the metrics. Mr. Spector said that this provides transparency.

Dr. Ho left the meeting at 11:50 a.m.

Mr. Norlen said the team processed sixty four (64) reimbursement requests for regional system/program payment during the time period of January to March. He said the days have decrease as of February 25, due to the staff team work to make improvements in processing and approving the grant reimbursement requests. By the fourth quarter we will not have numbers in the red. The completed quarterly report will be provided in the May Board packet.

- Ebola Funding Legislation

Mr. Norlen said he does not have a handout. \$148,000 is being appropriated by the legislature. I have had a meeting with Minnesota Department of Health (MDH) staff to define what "extraordinary costs" are. We will meet with MDH and MAA to discuss this. We want to be in agreement on how the funds will be distributed. The EMSRB will need to enter into contracts to distribute the funds. More information will be provided at the May Board meeting.

- MNSTAR Data (DPSAC)

Mr. Norlen provided a handout with a recommendation to re-establish DPSAC. The membership when the committee was put on hiatus is listed on the attachment. He said we will need to recruit members. He provided a charge for the committee for discussion. Mr. Norlen said that he will be having conversations with Border States on NEMSIS 3.0 requirements. Mr. Guiton said that we should discuss recruitment of members at the May Board meeting. Mr. Norlen said that he will have a report and recommendations for the May meeting.

- Staff Hiring (SW EMS Specialist)

Mr. Norlen said the position for the Southwest EMS Specialist, as authorized by the Board at the March 19th meeting, is posted and closes April 24th. This posting was provided to ambulance services, education programs and other interested parties. He asked if a Board member wishes to participate on the interview team. Mr. Guiton said that Board members could participate if asked. Ms. Hartigan said that we trust the staff team.

- Office Equipment & Office Space Updates

Ms. Nagy and Mr. Popp are working with contractors to discuss changes to the office space. We will work with ASU (Administrative Services Unit) to develop the contracts. Further updates will be provided.

- Share-Point and Laptop Computers for Board Members

Mr. Norlen said there are two options available. We can have a share-point site for Board members and provide confidential information to Board members on that site. There are costs involved in bringing this technology to the Board. Other boards are purchasing laptops or IPADS for Board members. We are looking at Surface Pro computers (\$16,000 approximate cost) and there would be a yearly cost for Board members to have an email address (\$15 per Board member per year). The second choice is “drop box” – which would be a \$5,000 yearly cost. Mr. Norlen said he would recommend share-point and the state owned computers for Board members along with state e-mail addresses. The move to this type of technology would significantly reduce workload in specific areas for staff and improve Board access to important and necessary communication and documents for review and meeting preparation.

Mr. Simpson left the meeting at 12:15 p.m.

Mr. Guiton said he would agree with the first recommendation. He said that this should be discussed at the May Board meeting. Mr. Schaefer said a significant purchase would need to be approved by the Board. He asked if there is any requirement in the IOP.

Mr. Norlen noted there would be a need for training for Board and staff for using this technology.

Mr. Guiton said we will provide this as an informational piece at the May meeting and we will provide full Board disclosure to Board members of the Executive Committee decision. Mr. Guiton directed staff to make this purchase due to limited time to make the decision.

- Legislation – HF 423:

Mr. Norlen indicated the legislation under HF 423 (*Ambulance service staff requirement variance eliminated, alternative ambulance staffing allowed, and licensed ambulance service allowed in limited areas to accept full mutual aid support on a part-time basis*) passed and was enacted into law on March 27, 2015 (handout provided). Mr. Norlen provided talking/thinking points and said that there are concerns related to regulation and language conflicting with other statutes. He asked for comments and would like to share the talking/thinking points with the Minnesota Ambulance Association (MAA) for comments and suggestions as well.

Mr. Guiton said it's our job to follow the statute. If hardship variances would have been processed rapidly this would not have occurred. Ms. Hartigan said that we may need clean up language next year. Mr. Guiton said that this should be on the May agenda.

- Regional System Grant RFP – FY 2016 & 2017

Mr. Norlen said we have the question/answer document posted. A conference call was held on April 14, 2015 with the potential grantees. Proposals are due April 30. All questions are being answered within 24 hours. Mr. Norlen said recommendations for contract awards will be an

agenda item for the May Board meeting. He asked that members be prepared for a longer Board meeting due to presentations and discussion about the proposals.

7. Committee Chair Discussion – J.B. Guiton

- Committee Chair Appointments: MDSAC, HPSP, CRP

Mr. Guiton will need to make the committee appointments. Ms. Hartigan is on the advisory committee for the Health Professionals Service Program (HPSP). If you are on the CRP it makes good sense if you are on both the HPSP and CRP. Ms. Hartigan said she would be glad to serve on the HPSP committee on an interim basis. MDSAC all of the physicians that are on the Board should be there. Mr. Simpson should continue to chair the CRP. Dr. Burnett said he would consider chairing the MDSAC.

8. New Executive Committee Business – J.B. Guiton

None.

9. Adjourn – J.B. Guiton

The meeting adjourned without a quorum. (12:35 p.m.)

Next Executive Committee Meeting: Thursday June 18, 2015, 10:00 a.m.